

CIVIL RIGHTS PLAN OF OPERATIONS 2006

Updated 01/2006

	Time Frame	Responsibility	Status
ACTIVITY ONE: Monitor NRCS TN Employment			
Monitor status of TN employment diversity by analyzing workforce	10/05 - 09/06	Susan Hopkins	11/05 Update
Update welcome letter to new employees	11/05	Chairman	Not needed in 2006
Special Emphasis Program Managers assist in recruitment with HRO as appropriate.	10/05 – 09/06	SEPM's	
Monitor Mentoring Program in Tennessee	09/06	Committee	
Update list of Mentors on Civil Rights Web Page	08/06	Hopkins	
Promote STAR Program –	10/05 - 09/06	Committee	Will push the volunteer aspect
 ACTIVITY TWO: Report on accountability and status of employee concerns and their effects on areas in Civil Rights.			
Obtain input from employees at all levels regarding barriers or adverse impacts to groups and individuals.	10/05 – 09/06	Committee/Advisors	
SEPM's make quarterly reports to STC on activities.	10/05 - 09/06	SEPM's	1 st qtr done

ACTIVITY THREE:**Enhance Visibility and Effectiveness of the State Civil Rights Committee.**

Include in <u>Current Developments</u> highlights of Committee Meetings	10/05 - 09/06	Hopkins	
Updated report on committee activities given at each Area Meeting	10/05 – 09/06	Committee	12/05 Dwight Bell A-2
Issue a bulletin announcing names of State Civil Rights Committee Members and Advisors.	03/06	James Ford Susan Hopkins	
Update / refresh CR Web Page regularly	10/05 – 09/06	Hopkins	Updated '05 by D. McMillen
Recognize Field Office with best CR Review during the fiscal year	08/2006	Committee	
Produce and Distribute “Barriers” poster/pamphlet	11/05 – 09/06	Committee	

ACTIVITY FOUR:**Establish and promote a celebration of Diversity in the agency through Special Emphasis functions.**

Distribute selected brochures & publications concerning Civil Rights issues, celebrations, national events, etc. to all employees	10/05 – 09/06	SEPMs	Oct 2005 – Hispanic, Disability Nov 2005-AI/AN
Plan and conduct Diversity Day activities	02/06 – 09/06		
Support TN Chapter of NOPBNRCSE initiative to select and recognize a State Limited Resource Farmer	11/05 – 09/06	Committee	

ACTIVITY FIVE:

Maintain representation and support for partnership events which enhance and promote healthy diverse relationships in agency operations and functions.

Increase participation at professional societies and workshops involving Civil Rights issues and efforts (in accordance with attendance policies):

-APIONRCSE Meeting	N. Harris
-NOPHNRCSSE Meeting	
-FEW / FWPM Conference	D.Brasfield
-NOPBNRCSE Meeting	D. Bell
-SE NOPBNRCSE Meeting	N/A
-SE Native Americans Conference	P. Dixon
-DEPM Meeting/Reasonable Accommodations Trg	L. Walrath
-SEPM Conference	

ACTIVITY SIX:

Maintain training initiatives and new membership orientation.

New CR committee members to attend at least one CR Review.	01/06 - 09/06	M. Hansbrough	
Complete necessary paperwork for new Committee members	11/05	Hopkins	Complete
Committee Members to participate in the following training:			

EO/CR Correspondence Course	01/06 - 09/06	M. Hansbrough
CR Training-Area Meetings	10/05 – 09/06	Hopkins / SEPMS
Select new members to serve for fiscal year 2007 according to current bylaws.	09/06	Committee/STC